



HRB

NEWSLETTER

What leave is available for an employee who just lost a family member?

A full-time permanent employee who is absent due to the death of a family member is allowed three working days of bereavement leave for the following family members: **father, mother, stepfather, stepmother, father-in-law, mother-in-law, brother, sister, husband, wife, child, stepchild, grandfather, grandmother, grandchild, domestic partner, or a still-birth** where a death certificate is issued. Bereavement Leave is also allowed for the death of a domestic partner's **father, mother, stepfather, stepmother, child, stepchild, or grandchild**. Employees are required to provide proof of death, which may be in the form of obituary, letter from clergy/mortician, or funeral announcement.

Employees who must travel more than 500 miles one-way in connection with the death of a family member listed above, may use two additional days of bereavement leave. When claiming travel time for bereavement, in addition to the above-mentioned proof of death, proof of travel, in the form

of travel tickets, gas receipts, hotel lodging, boat tickets, etc., must be provided to receive the time off. Bereavement Leave need not be taken consecutively and can also be used to attend to funeral arrangements or business affairs of the deceased.

Additional time needed must be charged to Vacation, Personal (Sick) Leave, CTO, or Holiday time, and prior management approval must be obtained via ROTO

Should two or more qualifying family members die at the same time, the employee receives three working days leave for each qualifying family member.

If a qualifying family member dies while an employee is already off work and using Personal Leave, CTO, Holiday time, or Vacation Leave, the employee may substitute Bereavement Leave in lieu of the foregoing leave types.

Bereavement Leave code is 025.



How should I code my timecard when taking a county exam or going on an interview?

Employees may use County time (Civil Service Leave) to participate in any part of the Civil Service examination process, including selection interviews for promotional positions. Employees also receive reasonable time to review exam results

Should any part of the examination process fall outside of normal work hours or regular days off, there is no compensation.

Civil Service Leave does not apply to employees who are interviewed to obtain a lateral transfer or demotion. The granting of time off to appear for such interviews is solely at management's discretion, via ROTO.

Employees may not claim mileage for interviews or exams.

Civil Service Exam Code is 020.



Did you know that Leave Donations are available to employees who have exhausted all of their available sick leave and remain absent due to their own serious and prolonged medical condition. Employees may request leave donation information from the HRB Benefits Coordinator. Employees wishing to donate time may fill out the leave donation form available on the HRB website. There are conditions which must be met when donating time, such as employees may only donate within their represented class i.e. Represented to Represented or Non-Rep to Non-Rep. Donations are irrevocable in most circumstances. For more information, please visit the [HRB website](#).



Jury Duty & Witness Leave

Any employee in a monthly position (whether full-time or part-time, permanent or temporary) is eligible for paid Jury Duty leave if the employee is ordered to serve on a jury. *Hourly employees are not paid for Jury Duty.*

Employees are allowed up to eight hours per day of unlimited jury service when required to serve on any California State (Superior), Federal Court, or any County's criminal grand jury. Civil grand jury is not covered because such service is voluntary.

Union represented employees must be converted to a traditional 5/40 work schedule during the period subject to reporting for jury service.

Should an employee fail to convert to a traditional 5/40 work schedule, jury duty served on RDOs will be on the employee's own time, and the difference between the allotted eight hours of Jury Duty and the employee's work day must be made up using the employee's time on the books. All fees received, other than mileage must be forwarded to the DMH Accounting Division. On days when court is not in session, employees must return to work.

A traditional work schedule is a 5/40 Mon-Fri.

Witness Leave:

Any full-time permanent employee who is required by subpoena to appear as a witness, except as a party to, or as an expert witness, is allowed paid county time necessary to comply with the subpoena order. Fees must be forwarded to the DMH Accounting Division.

Timecard Codes: Jury Duty 018; Witness Leave 022

Bilingual Bonus



Bilingual bonus is paid when the department finds that a specific assignment requires fluency in a foreign language. Employees who request bilingual bonus must be certified as having the required fluency in the required foreign language, and possesses the required knowledge of and sensitivity toward the culture and needs of the foreign-language group.

Assignments may require that employee(s) have one or any combination of the following language fluencies in order to receive the bonus: ability to read, write, and /or speak. Based on the area needs, the department will determine which components to test for in the proficiency exam.

Employees receive \$50 per pay-period, effective the first pay-period in which the employee is certified by a language proficiency exam, or the date the assignment is made to the approved position; or when the department finds that the assignment qualifies for the bonus.

The bonus remains in effect as long as the employee remains on the approved assignment and as long as the assignment continues to require the bilingual proficiency. Bilingual bonus is suspended when an employee is on any type of continuous absence exceeding 60 calendar days.

Time Off To Vote



Any employee who because of commuting time, child-care obligations, or other circumstances, does not have sufficient time beyond their regular work schedules to vote in state-wide elections, may take up to two hours of "Voting time" to participate in qualifying elections. Voting Time must be taken either at the beginning or at the end of the regular work shift, whichever allows sufficient time and is least disruptive to the employees' work. Employees must notify their immediate supervisor at least two working days prior to the election day, via ROTO.

Voting Time is coded as 047 on the timecard. Poll Workers should code their timecards as 099 Regular hours worked.

Open Enrollment begins next month. Spending accounts and Elective Leave do not roll over. You must re-enroll for these options every year. Please carefully review the information pertaining to spending accounts, as there are changes for the 2015 calendar year.



Mega Flex Participants will soon be receiving Elective Leave Payout Notices. Please carefully plan your time usage and payout request, as payments are made on December 30 and changes for lost Elective Leave cannot be paid in 2015.

HRBWEBSITE

